

EVALUATION CRITERIA

RFP NUMBER 2016-LTSSZ1

Opening Date: April 13, 2016, 2:00 p.m. Central Time

Mandatory Requirements

The proposals will first be examined to determine if all mandatory requirements listed below have been addressed to warrant further evaluation. Proposals not meeting mandatory requirements will be excluded from further evaluation. The mandatory requirement items are as follows:

1. Request for Proposal For Contractual Services form, signed in ink;
2. Completed Section III. Terms and Conditions;
3. Corporate Overview;
4. Technical Approach; and
5. Cost Proposal.

Evaluation Criteria

All responses to this Request for Proposal, which fulfill all mandatory requirements, will be evaluated. Each category will have a maximum possible point potential. Areas that will be addressed and scored during the evaluation include:

Evaluation Criteria	Possible Points
Part 1 — Corporate Overview	100
Part 2 — Technical Approach	750
Part 3 — Cost Proposal Points	300
Total Points without Oral Interviews	1150
Oral Interviews (If necessary)	100
Total Points with Oral Interviews	1250

Part 4 – Cost Proposal Points

Cost points will be calculated as follows:

1. Establish lowest cost submitted – lowest cost submitted receives the maximum points.
2. To assign points to all others, the following formula will be followed:
Lowest Cost Submitted ÷ Cost Submitted x Maximum Possible Cost Points = Cost Points to Award (see samples below)

Formula	Sample	Sample	Sample
Lowest Cost Submitted	\$100,000	\$100,000	\$100,000
÷ Cost Submitted	\$100,000	\$200,000	\$150,000
x Maximum Possible Cost Points	300	300	300
= Points To Award	300	150	200